



**Request for Proposals
Los Angeles County Bringing Families Home Fund
Rental Assistance and Supportive Services
Released May 7, 2020**

**Q & A from Email Inquiries
Updated May 20, 2020**

Appendix 1 - Application for BFH Rental Assistance and Supportive Services Fund

- 1. Q: Does our approved Board of Directors Resolution dated 09/25/14, which designated certain officers to sign on behalf of the agency on funding applications, contracts, contracts amendments, budget modification and other contractual documents related to the operation of the corporation, satisfy requirement for D.1 Corporate Resolution in Appendix 1-Application?**

A: All applicant must complete the affidavit in the application (tab D.1 Corporate Resolution) and attach a copy of the minutes of the Board of Directors meeting. Approved Board of Directors Resolutions that authorized certain officers to negotiate on behalf of the corporation are acceptable in lieu of the affidavit.

2.3.3 Intake and Assessment

- 2. Q: While the RFP makes clear that literally homeless families will be prioritized for referrals to the BFH Program, what percentage of families who are at-risk of homelessness do you anticipate being referred to a given BFH grantee?**

A: Priority will be given to literally homeless families and it is anticipated that the majority of the referrals will be literally homeless families.

1.5 Funding Structure and Limits

- 3. Q: Which agencies were awarded in LA County, and in which SPA, under the prior allocation of state funding for BFH?**

A:

Agency	SPA
Antelope Valley Domestic Violence	1
Volunteers of America LA	2
Volunteers of America LA	3
People Assisting the Homeless	4
St. Joseph Center	5
Volunteers of America LA	6
People Assisting the Homeless	7
Harbor Interfaith Services	8

2.3.4 Case Management

4. **Q: The RFP states that providers must have policies to support the use of third-party, online tenant screening services as used by local landlords and property management firms to screen tenants. Can you please give examples of such screening software? Also, please clarify whether such services are required and, if so, whether the cost of those services can be included in the budget request, particularly, under supportive services.**

A: This is not a requirement, but operating agency must have policies to support these services if needed for the program. Please note that documentation of rent reasonableness is required, see section 3.2.1 Rental Assistance # j.

The cost of third-party tenant screening services is an eligible budget item and may be included as subscription expense under the Supportive Services budget. You may also use an external service to determine rent reasonableness such as **Socialserve** www.socialserve.com. Please see attached flyer for more information on how to use this service.

3.2.2 Supportive Services

5. **Q: P. 24 of RFP speaks to eligible supportive services costs and case management activities. Employment services are not included. Can BFH funds be used to pay for additional supportive services staff such as Employment Specialists or is the allowable staffing limited to those responsible for carrying out the activities outlined in the RFP?**

A: See sections 3.2.1 and 3.2.2 for eligible uses of funds. Referrals to employment services are part of supportive services; however, only services directly related to finding and retaining housing are eligible costs for the BFH program.

2.2 Matching Requirements

- 6. Q: Does the RFP require leveraged resources or just encourage them? How will the amount of leveraged resources factor into the evaluation and scoring of project budgets, if at all?**

A: Leverage is not required, however due to limited funding leverage funds are encouraged. All applicants are now required to match at least 25% of their BFH funding. Matching will be considered in the overall review process.

5.2 Compliance

- 7. Q: The RFP PowerPoint is ambiguous regarding how current a Certificate of Good Standing must be; the slides states no more than 6 (1) year old. Can you please clarify the requirement?**

A: The CA Certificate of Good standing must be no more than one (1) year old. If unable to provide one now that meets this timeframe, a Certificate of Good Standing that is no more than six (6) months old will need to be provided prior to being awarded a contract.

1.5 Funding Structure and Limits

- 8. Q: What agency in each SPA received this funding the first round?**

A: See # 3 above

5.2 Compliance

- 9. Q: The California Certification of Good Standing is required for threshold, yet it may be difficult to obtain one by deadline time.**

A: See # 7 above

1.5 Funding Structure and Limits

- 10. Q: Is the maximum funding amount listed in Section 1.5 of the RFP meant to cover the full 22 months of the contract (August 2020 – June 2022), or is that an annual award? If the latter, is there a mid-grant period renewal process?**

A: Yes, the funding available in this RFP is from August 2020 through June 2022.

1.5 Funding Structure and Limits

11. Q: Beyond the 10% cap on administration fees, are there guidelines or requirements regarding how much of the award can be used for the various eligible costs listed within the two categories of rental assistance and supportive services?

A: No, there are no requirements as long as the program provides both rental assistance and supportive services to all families with either BFH or other leveraged/matched funds.

2.3.6 Housing Identification, Search, and Attainment

12. Q: Are there restrictions on housing placement (e.g., does DCFS have to approve the specific unit or unit location)?

A: Yes, see section 2.3.6.j for housing requirements. Upon identifying housing, providers are **required** to conduct inspection of the unit in accordance with HUD Habitability Checklist. If all requirements are met, notify DCFS and LACDA prior to participant signing a lease. DCFS does not approve the unit but will provide a response to proceed with the lease.

3.2.2 Supportive Services

13. Q: On page 24, there is a reference to “funder mandatory monthly meetings” – can you please provide more information on these meetings and who is required to attend?

A: DCFS and LACDA coordinate a mandatory partner’s meeting on the 2nd Tuesday of each month to discuss important updates to the program and each SPA provides housing updates. Meetings are held at the LACDA’s office 700 West Main Street, Alhambra, CA 91801 or may be conducted remotely. At least **one Program** person must attend the meeting from each Agency.

5.3 Contract Information

14. Q: The RFP references Exhibit A - Scope of Work on page 29. However, I was unable to find such exhibit. Was this a typo or will the scope of work be released at a later date?

A: A sample contract and Exhibit A template are provided in Appendix 3. The Exhibit A includes a description of the program, project budget and other special conditions. The actual Exhibit A will be provided to the awarding agencies as part of the contract process.

1.5. Funding Structure and Limits

15. Q: Would LACDA consider a joint proposal with an agency providing housing navigation and another housing stabilization and if so, how would that proposal work?

A: Agencies may collaborate to implement a program in one SPA. The lead agency should submit one application for the SPA. The LADCA will award one contract to the lead agency who can subcontract a portion of the services to one or more agencies.

4 Application Process

16. Q: In the Excel application, how much may we expand the boxes for our answers? Is there a word or character limit for each of the answers?

A: You may expand the answer box as needed, go to the numeric column and drag the cursor. There is no limit.

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17. Q: We have a corporate seal and we also have Articles of Incorporation. Must we submit our corporate seal on the Corporate Resolution?

A: Yes, see tab D.1 Corporate Resolution in the Appendix 1- Application for BFH. The Corporate Seal must bear the same corporate name as that under the application being submitted. If the applicant does not have a Corporate Seal, a current copy of the Articles of Incorporation must be attached in lieu of the Corporate Seal.

4.1 Mandatory Proposers' Conference

18. Q: Is this our only opportunity to submit questions, or may we e-mail questions to you after 5:00 pm on May 18 and before the proposal deadline?

A: The final date to submit all questions was May 18, 2020.

5.2 Compliance

19. Q: How recent must our Certificate of Good Standing be? Can it be from within the last 1 year, or must it be from within the past 6 months?

A: See # 7 above.

4.2 Application Submission

20. Q: If we do not have IRS Form 990 for year ending June 30, 2019 by the proposal due date, may we submit IRS Form 990 for year ending June 30, 2018?

A: IRS form 990 must be submitted for the most recent fiscal year ended. If Form 990 has not been filed for year ending June 30, 2019, indicate reason for delay and when it will be provided.

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21. Q: Must the Board Affidavit be signed by the Board of Directors Chair? Can it be signed by any other Board member?

A: The Board Affidavit must be signed by authorized officers as designated by the Board of Directors. The Corporate Seal must be affixed to the signature page.

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22. Q: Must the Board Affidavit also be signed by the Executive Director as authorized signatory for the organization?

A: See # 21 above

4.2 Application Submission

23. Q: Appendix 1 was developed in Excel and, as we understand it, must remain in that format.

Beside the free-standing documents we upload to Appendix 1 (IRS form, Corporate Resolution, etc.), is there any way to preserve some of the files (particularly those contained in B. Proposer Information or C. Program Budget) individually-- as their own independent Excel files.

The problem is that several people will be working on these files at the same time and, if I'm correct, one of us will need to be responsible for "making them whole" after they've been edited.

A: Yes, that is correct, *Appendix 1 – Application for BFH* must be submitted in Excel format. All other documents requested with Application may be submitted in PDF format.

Please coordinate with internal staff to have all the sections finalized with ample time prior to submission. Other than the documents to be submitted in PDF format, the application must be submitted as **one** complete Excel file.

How to Perform Rent Comparisons with Socialserve.com

1. Click [Login](#) at the top-right of your Socialserve.com housing locator (or go directly to www.socialserve.com/login) and enter your username and password.
2. On your personal welcome page, select [Rent Comps](#).
3. Choose your city. If necessary, select the ZIP Code of your subject property.

The Subject Property Form

4. Enter subject property information in the comparison form, and click “Click Here to Continue” for results.

Helpful Notes

- A blue asterisk * indicates a required field.

COMPARISON

- Information you enter into this form (e.g., requested rent, client ID, or landlord name) will carry over to your final printable form.
- In the “Compare Against” drop-down menu, choose to compare your subject unit to “Rented Only,” “Rented and Available,” or “Available Only” units.

ADDRESS

- Use the second line of the street address to add details like “Apt 4,” “Unit B,” “downstairs unit,” etc.

BUILDING SIZE

- “Number of Bedrooms” is a **required** field, but “Number of Bathrooms” is **not required**. The number of bathrooms is not heavily factored into comparison results. For this reason, it is recommended to select “any” in the “Number of Bathrooms” drop-down.

Comparison Results



On the map, the red and blue balloon with an **S** represents your subject property. Click on a different balloon to see that unit highlighted in **green** on the list below the map.

Units are ranked according to the top 9 HUD comparable features, but these may not be the best options for your comparison. Click on an address to view information and further assess comparability of units.

FINAL REPORT

- The final report page is a side-by-side comparison of properties selected, requested rent, rent offered, and landlord’s name (if you filled in that field).
- The name of the person conducting the comparison is in the top-right corner of the form. The bottom of the form has a place to sign and date the report.

Finishing Up

5. To generate a preview page of your comparable-units report, check the boxes to the left of the 3 comparable addresses and click “Preview” at the bottom of the page.
6. Enter the rent you will offer, and add any additional comments at the bottom of the preview page. Click “Record and complete comparison” to generate the final report.
7. Click [Print this Form](#) at the bottom of the page to print the form in grayscale.

- If the results are not satisfactory, click “Return to List” to select different properties.
- Select “Never mind; start over” to return the page where you entered subject unit information.